

Employee Offboarding Checklist

Employee offboarding can often feel like a fire drill. This checklist provides you with the steps to ensure offboarding is handled securely and professionally and no task is forgotten.

[Learn more about Electric's offboarding solution >](#)

Internal Communications	
Thank the employee for their contributions to your business, regardless of the circumstances of their departure	
Inform all relevant internal stakeholders that offboarding is being initiated	
Notify HR to prepare relevant paperwork, final paychecks, and termination of benefits	
Outline the offboarding process to the employee	
Inform the employee's team members and the wider company of their departure and finish date	
Create a transition plan	
Schedule an exit interview	
Initiate the process of recruiting for the employee's position, if applicable	
Handover Process	
Create an offboarding messaging channel to keep stakeholders informed of the offboarding process	
Ask the employee to document any required knowledge transfer	
Determine which team members will take over the departing employee's responsibilities, if applicable	
Inform team members of any temporary redistribution of responsibilities, re-routing of emails, etc.	
Notify internal and external stakeholders of their updated point of contact	
Schedule handover meetings with internal stakeholders and external clients, if applicable	
Device and System Access	
Create a list of all company devices, equipment, access cards, etc. to retrieve	
Inform the employee of when and where this equipment must be returned	
Create a list of all apps and files the employee has access to	
Inform the employee of when their access to company resources will be revoked	
Identify any files or systems that the employee has sole ownership of, and arrange for transfer of ownership	
Reset two-factor authentication (2FA) to remove the departing employee's contact details	

If operating BYOD (Bring Your Own Device), arrange for company files and access to be removed from the employee's personal devices	
Deactivate the employee's profiles and revoke access to company systems, apps, and software on the appropriate date	
Re-route employee emails and any other critical communications on the appropriate date	
Remote Employees	
Arrange for all company equipment to be returned by courier, if applicable	
Remotely wipe or secure company devices before they are transferred to a courier	
Terminate VPN access	
Exit Interview	
Perform exit interview and document all feedback	
Ensure employee's personal contact details are up to date	
Provide employer reference and other exit documentation, if applicable	